



Town of Edgewood

Animal Control Officer

Position Class Code:

Date Approved: 07/06/05

Revision Date:

Position Purpose: Under general supervision, oversees compliance with animal control codes, conducts community education, administers animal licensing program, issues citations and warnings for violations, impounds animals, provides adoption services.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives and investigates complaints relating to animal control issues; responds to complaints regarding potential code violations and related issues.
- Patrols the Town of Edgewood and/or responds to calls locate stray, nuisance, neglected or dead animals, traps stray animals as needed, impounds stray and unwanted animals.
- Reviews and recommends updates to Town ordinances relating to animal control.
- Conducts field investigations of potential violations and complaints, issues citations as required, and testifies in court regarding violation of code and in the prosecution of animal control related issues.
- Coordinates investigative efforts with the appropriate Town of Edgewood management staff, elected officials, and/or other departments as necessary.
- Develops exhibits and publications, provides public education animal care, adoption and license program,
- Prepares and maintains case files; researches information pertinent to specific investigations and enforcement situations.
- Conducts routine maintenance and cleaning of animal control equipment and vehicle.
- Performs other work-related assignments as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of animal control ordinances, procedures and administrative requirements.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Knowledge of the principles, practices and techniques of safe animal handling and investigations.
- Knowledge of the fundamentals of law enforcement.
- Knowledge of Town of Edgewood policies, procedures, rules and regulations.
- Skill in interpreting and explaining codes, laws, regulations and policies.
- Skill in conducting effective investigations.
- Skill in the use of animal control related equipment and devices.
- Skill in dealing constructively with conflict and developing effective resolutions.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with residents, contractors, land developers, business owners and the general public.
- Skill in following and effectively communicating verbal and written instructions.

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Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Two years of experience in the compliance, investigation and enforcement of animal control regulations.
- Possession of Chemical Immobilization Certificate or ability to obtain within six (6) months of employment.
- Possession of a National Animal Control Association Level I Certification or ability to obtain within one (1) year of employment.
- Possession of a valid State of New Mexico Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals, aggressive and/or sick or wounded animals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 50 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, two-way radio, chemical immobilization equipment, animal traps and restraints, and a motorized vehicle.